

# Position Number – 12 character translation

Alpha character only = RED ... Alpha or Numeric character = GOLD ... Numeric character only = BLUE

A		QQ	0		00001		A		H			O		
1		2 3		4		5 6 7 8 9		10		11		12		
System – <i>alpha</i> character only		Agency Code		Underfill or Overfill		Position Core		Base – <i>alpha</i> character only		Status – <i>alpha</i> character only		FLSA Status – <i>alpha</i> character only		
A	State Merit – Covered Agencies	<i>Alpha</i> characters only  QQ used for example only	0	Base – No u/f or o/f Number 0 (zero) – not letter O	00001	Director		A	Base	A	Permanent Full Time	Covered	E	Exempt – Straight Time (1–1) <i>Comp time</i> for hours worked in excess of 40 hours per week (Exempt COVERED only)
B	State Merit – Contract Agencies		Z	Underfill – one (1) level below base position or not in same job code series	00002–00099	Deputy and Assistant Director(s)		B–Z	Multi-Fill indicator	B	Permanent Part Time	Covered	N	Non-exempt – 1.5 <i>pay or comp time</i> for hours worked in excess of 40 hours per week (Non-exempt COVERED or UNCOV)
C	State Merit – Contract Counties		X	Underfill – two (2) levels below base position in same job code series	00100–99999	All Others		<i>B–Z multi-fill job code MUST BE the SAME job code as base position</i>  <i>Character 10 must be alpha (A – Z) only</i>		C	Limited Full Time	Covered	O	Excluded – <i>No</i> pay or comp time for hours worked in excess of 40 hours per week (Exempt + Excluded COVERED and UNCOVERED) Use <b>Letter O</b> – not number zero
D	Law Enforcement		W	Underfill – three (3) or more levels below base in same job code series	<i>Characters 5, 7, 8 and 9 must be numeric</i>  <i>Character 6 may be alpha or numeric</i>		D			Limited Part Time	Covered	<i>Character 12 must be alpha only</i>  <i>ONLY alpha characters E, N or O are valid for the 12th character</i>		
E	Judicial System		V	Overfill – any level above base position			E			Temporary Full Time	Covered			
F	Executive		<i>Character 4 may be alpha or numeric, depending upon type – base is 0 (zero) numeric, underfills or overfill are alpha</i>  <i>ONLY the number 0 (zero) or alpha characters Z, X, W or V are valid for the 4th character</i>				F			Temporary Part Time	Covered			
G	Universities/Schools						G			<del>Seasonal</del> <i>DO NOT USE</i> – will be phased out	<del>Covered</del>			
H	Legislative						H			Uncovered Full Time	Uncovered			
I	Other				I	Uncovered Part Time	Uncovered							
<i>ONLY alpha characters A, B, C, D, E, F, G, H and I are valid for the 1st character</i>			J	Uncovered Temporary	Uncovered	K	Not Funded			Covered Uncovered	<i>&lt; &lt; &lt; &lt; &lt; &lt; &lt; &lt; &lt; ONLY alpha characters A, B, C, D, E, F, H, I, J, K and R are valid for the 11th character (G will be phased out – do not use G for new or reclassified positions)</i>			
		R	Retirement/RASL	N/A										